

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

August 2007

Each month, our goal is to provide you with tips and tricks to make you an expert in Sage Timberline software. Accordant's consultants will teach you how to improve your productivity and knowledge of this powerful solution.



Our Timberline consultant this month is Glenn Eckert. Glenn has been a Timberline user since 2000. He has a BS degree in accounting from Montclair State University and 28 years of experience in various accounting positions. Glenn has been a controller the past 12 years, the last seven of which has been in the construction industry. Glenn joined the Accordant team in 2007.

The following are Glenn's tips for this month:

In General Ledger, does your Financial Statement Balance Sheet not balance? One reason for this could be that an entry was made to the prior year after the fiscal year was closed. To correct this situation, first backup your data. Then go to Tasks>Close Fiscal Year>Select Company and click OK. A window will appear stating "Prefix not at year end. Prior year's adjustments will be closed." Click OK. The Close Fiscal Year – Earning Distributions window will appear. If this is the reason for the out of balance condition then the amount of the entry will equal your difference on your Balance Sheet. Click Accept. Timberline will make the appropriate entries to Retained Earnings. Now go back and print your Balance Sheet. If it is now in balance, you are done. If not, the other reason could be that a new GL Account has been added to your chart of accounts but is not added to your report. To check this, first print a Trial Balance report in GL. This will give you a listing of all your GL Accounts. Then go to the Financial Statement Designer Module. Go to File>Open and navigate to your balance sheet design. (The standard Timberline design is BalSAccr.FSD.) Double click on the report to open it. Now systematically double click on each dollar value line item. This will open a window that displays

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[Estimating Fundamentals](#)  
August 6-7

[Estimating Assemblies](#)  
August 8

[Crystal Reports](#)  
August 15-16

[Construction Accounting](#)  
September 10-12

[Real Estate Accounting](#)  
September 24-26

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which account numbers are included in this line. Cross-check the accounts to the Trial Balance Report. You are looking for the account(s) that appear on the Trial Balance and not in the Balance Sheet Report. When you find it, enter the account number in the blank account range field. Click Save>Close. Now save the report. To test the report go to File>Print>Statement>BalSAccr.FSD. Click OK and click Start. Your Balance Sheet will now be in balance.

If you would like to schedule Glenn as your consultant, please contact Swati Raje, Director of Client Services, at 973-887-8900 x105.



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[Document Management](#)

August 16, September 12, 20

[Field2Base](#)

August 10

[MyAssistant](#)

August 7, 22, September 6

[Office Connector](#)

August 14

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August 24

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August 8

SAGE TIMBERLINE OFFICE

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